



# CITY OF HOUSTON

## Job Posting

	SL/CMD
1	<b>Applications accepted from:</b> ALL PERSONS INTERESTED
2	<b>Job Classification</b> ADMINISTRATIVE ASSOCIATE
3	<b>Posting Number</b> PN# 109948
4	<b>Department</b> Public Works & Engineering
5	<b>Division</b> Planning and Development Services
6	<b>Section</b> Real Estate Branch (Closing Section)
7	<b>Reporting Location</b> 611 Walker, 19 <sup>th</sup> floor*
8	<b>Workdays &amp; Hours</b> M - F, 8 a.m. – 5 p.m.*
	*Subject to change
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> Performs professional administrative functions related to the daily operations of the Branch such as assigning parcel numbers, setting-up and maintaining parcel files, and assisting with the conversion of paper files to an electronic format. Performs routine data entry to update parcel information into the Capital Improvement Management Systems (CIMS). Interprets and implements basic rules, regulations, policies and procedures in day-to-day operations. Interprets and evaluates data to produce periodic and special reports from CIMS and other documents for management. Conducts basic reviews of documents for accuracy, content, and proper format. Interacts with general public, consultants, real estate project managers, contractors and/or all levels of management on a daily basis. Works well with limited supervision. Performs other duties as assigned.
10	<b><u>WORKING CONDITIONS</u></b> This position routinely requires lifting of moderately heavy items, such as plans, supplies or records boxes (up to 20 pounds) and discretion about walking, standing, etc.
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> No experience is required. Professional administrative experience may be substituted for the education requirement on a year-for-year basis.
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> None
14	<b><u>PREFERENCES</u></b> Proficient in Microsoft Office software: Word, Excel, Outlook, PowerPoint, and Access
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> None However, the Department may administer a skills assessment evaluation.
16	<b><u>SAFETY IMPACT POSITION</u></b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div><b>Salary Range - Pay Grade 13</b> \$824 - \$1,105 Biweekly      \$21,424 - \$28,730 Annually</div>
18	<b><u>OPENING DATE</u></b> April 19, 2006
19	<b><u>CLOSING DATE</u></b> April 25, 2006
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. <b>Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7734. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b>  An equal opportunity employer